

Village of Gilberts  
87 Galligan Road  
Gilberts, IL 60136  
Village Board  
Meeting Minutes  
February 6, 2018

APPROVED FOR SIGNATURE

**Call to Order/Pledge of Allegiance**

President Zirk called the meeting to order at 7:00 p.m. He proceeded to lead those present in the Pledge of Allegiance.

**Roll Call/Establish Quorum**

Clerk Meadows called the roll: Roll call: Members present: Trustees Kojzarek, Corbett, Allen, Zambetti, Farrell, Hacker and President Zirk. Others present: Administrator Sakas, Finance Director Erickson, Chief Building Inspector Swedberg, Utility Superintendent Castillo and Police Chief Rossi. For members of the audience please see the attached copy of the sign-in sheet.

**Public Comment**

President Zirk asked if anyone in the audience wished to address the Board Members. There were no comments offered by anyone in attendance.

**Consent Agenda**

- A. A Motion to approve Minutes from the January 16, 2018 Village Board Meeting
- B. A Motion to approve Bills & Payroll dated February 6, 2018 as follows: General Fund \$51,136.71, Water System \$18,142.87, Performance Bonds \$1,629.87 and February Health Insurance \$25,845.02

President Zirk asked if any of the Board Members had any consent agenda items they wished to remove for separate consideration. Trustee Allen reported that she had one comment regarding the January 16, 2018 Village Board Meeting Minutes. A Motion was made by Trustee Corbett and seconded by Trustee Kojzarek to approve Consent Agenda item 4.B. as presented. Roll call: Vote: 6-ayes: Trustees Kojzarek, Corbett, Allen, Zambetti, Farrell and Hacker. 0-nays, 0-abstained. Motion carried.

**Items for Approval**

**A Motion to approve Minutes from the January 16, 2018 Village Board Meeting**

Trustee Allen noted that there was a typo on the Village Board minutes under consideration. She reported that on page 1 under the title "Public Comment" first paragraph the last word should be "unusable". Clerk Meadows acknowledge that she had corrected the typo. A Motion was made by Trustee Kojzarek and seconded by Trustee Hacker to approve the January 16, 2018 as amended. Roll call: Vote: 6-ayes: Trustees Corbett, Allen, Zambetti, Farrell, Hacker and Kojzarek. 0-nays, 0-abstained. Motion carried.

### **A Motion to approve the Fiber Server Project**

Administrator Sakas provided the Board Members with an overview of the fiber project. He noted that there were a few components of the project that were overlooked in the November 14, 2017 memo. Not included in the memo was a request to authorize an expenditure of \$4,710.00 to allow NTI (Kane County Contractor) to connect the NIU/Kane County portion of the fiber network. Administrator Sakas noted that this dollar amount is within his spending authority and the proposal had to be approved by last Friday.

Administrator Sakas reported currently the Village spends on average \$18,000 per year on phone and internet service. NIU/Kane County can provide the Village internet over the fiber for \$2,000 per year. The Village could replace the current antiquated phone system with a new voice-over internet system for around \$21,000 with no annual fee. The new phone system would provide for a much improved communication system for a much lower cost. The Village would recover the up-front costs in the second year and save about \$16,000 per year. Administrator Sakas suggested the purchase of the phone system be charged to the Conservancy Municipal Impact Fees which has a current balance of \$319,000.

Administrator Sakas reported that currently the Fosiva-installed fiber comes within 200 feet of the Indian Trails water tower. Pirtano has provided a quote of \$10,747 to bring the fiber into the water tower base along with the appropriate equipment. In addition, the Village has been approached by the Cambridge Lakes Charter School requesting wireless internet connection from the water tower and they offered to pay a yearly fee of \$1,000.00. Administrator Sakas continued on to report that a private cellular company has also inquired about leasing space on the Indian Trails water tower and entering into a lease agreement with the Village. There was some discussion with respect to entering into the internet service provider business and the liabilities this type of activity may pose to the Village. Administrator Sakas noted that Fosiva is responsible for maintaining the fiber and the agreements would be written similar to the current water tower lease agreements. Administrator Sakas will research the current market value of leasing an internet connection and water tower space and report back.

President Zirk noted that there is no Fiber Server Project cost to approve due to the fact Administrator Sakas had approved the \$4,710.00 NIU/Kane County expense and the other expenses will be discussed during the budget process.

### **Items for Discussion**

#### **FY-2019 Draft Budget**

Administrator Sakas provided the Board Members with an overview of the draft budget for FY-19. He reported that Staff projects the FY-18 General Fund surplus to be approximately \$75,000.00 and recommends this amount be committed to the operating reserves with no FY-19 projects funded. Administrator Sakas continued on to report that the FY-18 Enterprise Fund surplus is approximately \$330,000.00.

Administrator Sakas reported that the first draft budget contains no cost of living wage increases due to the pending police contract negotiations. He reported that revenues have been adjusted conservatively in all areas except building permits where Staff has omitted all Conservancy building permit revenues.

Administrator Sakas noted that he was looking for Board direction on several proposed expenditures that are not included in the draft budget. He questioned if the Board Members were in favor of mailing four printed newsletters a year or continuing to mail only one relating to Community Day and sending the other issues electronically. The Board Members concurred that they were in favor of still mailing only one issue.

Administrator Sakas reported that not included in the Administration expenditures was the reroofing of the Village Hall and the codification of the Unified Development Code which could be funded by Municipal Impact Fees. President Zirk noted that the Sterling Codification of the Village Code is not user friendly and suggested Staff research other vendors and report back.

Administrator Sakas discussed the proposed Police Department's budget. He reported that Staff recommends in lieu of a patrol vehicle the Board consider replacing the patrol vehicle video camera systems. The current systems are antiquated and no longer supported. The cost of the new systems is \$52,000.00. In addition, Staff recommends making an additional required \$31,601 contribution to the police pension fund for the full time position authorized this fiscal year. The Board Members were in favor of placing the expenditures in the FY-19 budget.

Administrator Sakas discussed the proposed Public Works Department's budget. He reported that Staff recommends in lieu of a vehicle purchase, the purchase of an electric 2 yard "V-Box" salt spreader to be installed on the pickup truck. It installs and removes easily and because it holds 2 cubic yards of salt, the department can adjust plow routes to maximize this truck's effectiveness. The Board Members were in favor of adding this expenditure to the FY-19 budget.

Chief Building Inspector Swedberg presented a demonstration on assembling a LED street light fixture. He noted that the LED fixtures are much easier to assemble and replace the bulbs than the standard bulb and ballast assemblies. Administrator Sakas noted that LED street light conversion would save \$17,000 a year with respect to the annual cost of electricity, manpower and maintenance costs. The Board Members were in favor of this expenditure.

A lengthy discussion ensued with respect to the Village's entrance signs. The Board Members discussed their frustration with the entrance signs regarding their quality, solar power issues and landscaping concerns. Staff will research solutions for all the concerns.

Administrator Sakas commented on line items not included in the FY-19 Public Works budget. He noted that there is a proposed generator for 73 Industrial Drive at an estimated cost of \$36,000.00. President Zirk suggested Staff consider relocating the generator at the potable water plant which will be replaced when the water treatment plant is expanded. Staff supported President Zirk's recommendation.

The Board Members along with Staff discussed reroofing the old public works facility. Administrator Sakas reported that the building has many structural issues. In his opinion it might be more cost effective to replace the building with a prefabricated building. The Board Members concurred with

Administrator Sakas suggestion. Staff will ascertain the cost of an 80x40 prefabricated building and report back.

There was some discussion with respect to the cost associated with scanning and redacting building department records. Trustee Zambetti suggested having a summer intern scan and redact the records.

Administrator Sakas discussed the Parks proposed FY-19 budget. He reported that the budget was limited to maintenance of the parks within the operating budget utilizing public works manpower. The seating fixtures will be installed at the Splash Pad along with additional landscaping and seeding.

Administrator Sakas had researched the cost to address the Grizzlies concerns with the Town Center Park football field. The cost estimate was \$37,000.00. The Board Members expressed concerns with the estimated cost. President Zirk suggested Staff investigate if the material source was local as a rule the hauling cost of soil is driven higher if the source is not local. Staff will research this matter and report back.

Administrator Sakas discussed the Road Program budget. He reported that Robinson Engineering has evaluated the roads and is putting together a cost estimate to present to the Board within this budget approval period.

Administrator Sakas discussed the proposed Enterprise Fund budget. The Board Members offered no comments on the proposed Enterprise Fund budget.

Trustee Farrell questioned the increase in the group health insurance. Finance Director Erickson reported that she has yet to receive the final IPBC renewal quote. However, she used the preliminary numbers and added a 5% increase.

Administrator Sakas reported that the second round of budget discussion is tentatively scheduled for February 20<sup>th</sup>.

### **Staff Reports**

Chief Building Inspector Swedberg reported that he and Building Clerk Russell recently attended a LUCA meeting in Geneva relating to the 2020 Census.

Chief Rossi reported that last week the department attended Shoot Don't Shoot training. Also in attendance was Trustee Allen. This training will also be offered during the next Citizen Police Academy.

### **Trustees' Reports**

Trustee Zambetti complimented the Public Works Department on their great job removing the snow.

### **President's Report**

President Zirk offered no reports.

### **Executive Session**

President Zirk asked if either the Board Members or Staff had any reasons to enter into an executive session. Administrator Sakas respectively asked the Board Members to consider entering into executive session to discuss personnel with no business to follow. **A Motion was made by Trustee Corbett and seconded by Trustee Farrell to enter into executive session to discuss personnel as permitted by 5 ILCS 120/2 (c ) (1) with no business to follow.** Roll call: Vote: 6-ayes: Trustees Kojzarek, Corbett, Allen, Zambetti, Farrell and Hacker. 0-nays, 0-abstained. Motion carried.

The Board Members along with Administrator Sakas, Finance Director Erickson and Chief Building Inspector Swedberg went into executive session at 8:39 p.m. and return to the public meeting at 9:04 p.m.

### **Reconvene/Roll Call**

The Board Members along with Staff returned to the public meeting at 9:05 p.m. Roll call: Trustees Kojzarek, Corbett, Allen, Zambetti, Farrell, Hacker and President Zirk. Others present: Administrator Sakas, Finance Director Erickson and Chief Building Inspector Swedberg.

### **Adjournment**

There being no further public business to discuss, **A Motion was made by Trustee Corbett and seconded by Trustee Kojzarek to adjourn from the public meeting at 9:06 p.m.** Roll call: Vote: 6-ayes by unanimous voice vote. 0-nays, 0-abstained. Motion carried.